

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
ENVIRONMENTAL SCIENCE CENTER  
Office of Analytical Services and Quality Assurance  
701 Mapes Road  
Fort Meade, MD 20755-5350

June 17, 2009

Dr. Andrea Labik, Director  
Office of Laboratory Services  
WV Department for Health  
167 11th Avenue  
South Charleston, WV 25303

Dear Dr. Labick:

I would like to schedule the next SDWA on-site assessment.

**What:** SDWA on-site assessment of the West Virginia Department of Health (WV DH) laboratory that includes a data audit (checking analytical results from sample log-in and the instrument printouts to the final reported results). This will include microbiology and inorganic. The inspection will focus on SDWA analytical work and will not include CWA (NPDES). In addition, the WV DH's SDWA Laboratory Certification program will be reviewed.

**When:** Sept 22-23 (beginning at 9 AM on Tuesday 9/22, with the closing meeting for microbiology and inorganic on Wednesday afternoon , or earlier if possible). The review of WV DH's SDWA Laboratory Certification program will be conducted on Thursday 9/24 and close- out Friday . The review will focus on program documentation, laboratory file records, interviews, and will include observation of a WV DH assessment.

**Who (Inspection Team):** Dave Russell (microbiology); Robin Costas, George Long, and Joe Slayton (inorganic chemistry). George Long and Joe Slayton will review of the laboratory's quality system and WV DH's Lab Certification Program. In addition, Wanda Johnson, the program manager may attend the opening and closing sessions via teleconference.


**Preparation:** We are asking for more material up front in our presurvey this year, *e.g.* , demonstrations of capability and supporting data, SOP's, supporting data for proficiency testing with results. By so doing, the on-site will be facilitated and be less disruptive of the WV DH Lab. Pre-survey material (questionnaires to assist the assessment team) are attached. This information is provided electronically and we request that if possible it be completed and returned electronically. A hardcopy version of this letter and package is being mailed as a backup, which hopefully will not be needed. To maximize the usefulness to the team, we request that the pre-survey material be provided by August 14.

2009.

It is our understanding that in preparation for the WV Lab Cert. program review, an on-site SDWA assessment (chemistry) has been scheduled for Thursday 9/24/09 at REI Consultants at Beaver WV. George Long and Joe Slayton will spend about ½ a day at that location and catch the closing via teleconference. We would return to visit Tom Ong for file review and microbiology CO interviews. We will close out the program review by noon on Friday the 25<sup>th</sup>.

If you have any questions please call me at 410-305-2653 or E-mail ([Slayton.joe@epa.gov](mailto:Slayton.joe@epa.gov)).

Sincerely,



Joseph Slayton  
OASQA Senior Scientist

Attachment A. Microbiology Presurvey Questionnaire

Attachment B. Inorganic Chemistry Presurvey Questionnaire

Attachment C. Certification Program Presurvey Questionnaire (only underlined items)

cc: Wanda Johnson (3WP21)  
William Arguto (3WP21)  
Cynthia Metzger (3EA20)  
Cynthia Caporale (3EA21)  
Charles Jones, Jr. (3EA00)  
Robin Costas (3EA21)  
George Long (3EA20)  
Dave Russell (3EA21)